

JOB POSTING BID FORM

Employee Name: _____

Date Submitted: _____

Company: _____

Current Position: _____

Extension: _____

Position Applying: _____

Company: _____

Current Manager Signature: _____

*****Your current supervisor MUST be aware of this request*****

Please relate your experience to the requirements of the position. Additional information may be attached including resume or application:

NOTICE: TO BE ELIGIBLE TO BID ON A POSITION AND BE CONSIDERED AS AN INTERNAL CANDIDATE YOU MUST HAVE SUCCESSFULLY COMPLETED YOU'RE NEW HIRE PERIOD. EMPLOYMENT HISTORY ON ALL INTERNAL CANDIDATES MAY BE REVIEWED BY THE HIRING SUPERVISOR INCLUDING: DISCIPLINARY ACTIONS, PERFORMANCE EVALUATIONS AND ATTENDANCE.

Please return this form to the front desk receptionist prior to the deadline of the job posting. If there are any questions please contact a Human Resource Representative.